

ಸಂಖ್ಯೆ :

## ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ

2015ರ ಡಿಸೆಂಬರ್ / 2016ರ ಜನವರಿ ಮಾಹೆಯ ಗಣಕಯಂತ್ರ ಪರೀಕ್ಷೆಗಳು

ತಂಡ : **F**

ಸಂಕೇತ ಸಂಖ್ಯೆ : **41 Y**

ವಿಷಯ : ಆಫೀಸ್ ಆಟೋಮೇಷನ್

ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ

ಪ್ರಶ್ನೆಪತ್ರಿಕೆ

ದಿನಾಂಕ : 30. 12. 2015 ]

[ ಪರಮಾವಧಿ ಅಂಕಗಳು : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ 3-30 ರಿಂದ ಸಂಜೆ 5-30 ರವರೆಗೆ ]

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆ :

1. ಪ್ರವೇಶಪತ್ರದಲ್ಲಿ ನಿಗದಿಪಡಿಸಿರುವ ತಂಡ ಹಾಗೂ ಪ್ರಶ್ನೆಪತ್ರಿಕೆಯಲ್ಲಿ ಮುದ್ರಿತವಾಗಿರುವ ತಂಡವನ್ನು ತಾಳೆ ನೋಡಿಕೊಳ್ಳುವುದು.
2. ನಿಮಗೆ ನಿಗದಿಪಡಿಸಿರುವ ಗಣಕಯಂತ್ರವನ್ನು ಮಾತ್ರ ಉಪಯೋಗಿಸತಕ್ಕದ್ದು.
3. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಸಿಡಿ, ಪೆನ್‌ಡ್ರೈವ್, ಲ್ಯಾಪ್‌ಟಾಪ್ ಮುಂತಾದ ಬಳಕೆಯನ್ನು ನಿಷೇಧಿಸಲಾಗಿದೆ.
4. ತಂಡ ಬದಲಾವಣೆಗೆ ಅವಕಾಶವಿಲ್ಲ.
5. ಪರೀಕ್ಷಾ ಕೇಂದ್ರದಲ್ಲಿ ಶಿಸ್ತಿನಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು.

[ Turn over

**Computer Examinations, December-2015 / January-2016**  
**OFFICE AUTOMATION**  
**PRACTICAL EXAMINATIONS**

Time : 2 hours ]

[ Max. Marks : 100

*Instructions to the Candidates :*

1. Create a new folder on the desktop.
2. Name your Folder by your Register Number.
3. Save all your files into your folder.

**Note : Answer all the 4 questions.**

Q. No. 1.

**Type the following Business letter in 1.5 line spacing with Times New Roman Font (Font size 12) and do the alignments as stated below. 25**

**VARUNA PAPER INDUSTRIES LIMITED**

No. VPIL/55/13

Avenue Road,  
Bangalore,  
30th January 2013.

To

Dear Sir/Madam,

Sub : Supply of Papers, Books and other materials

With reference to the above we are happy to state that now we are the sole distributors of National Paper Mills, Bhadravathi. So we are able to supply your bulk orders in the specific time. We have wide range of products in our company godown to meet your requirements. As you know that our products are made with high quality materials and liked by one and all.

Please send you purchase order though email. The goods will be delivered by our own transport service along with Invoice. Please make arrangements to pay the invoiced bill within 15 days by check of Demand draft.

Thanking you and assuring you of our best service at all times.

Yours faithfully,

for VARUNA PAPER INDUSTRIES LIMITED

Proprietor

1. Type the letter as given 15
2. Select Heading: Centre Align, Bold, Colour: Purple, Font : Arial, Size 16. 1
3. Right align **From** address **Date** line properly 2
4. Align the complimentary closing properly (Yours faithfully ..... Proprietor ) 1
5. Correct all spelling errors & set suitable page setup for the letter 1
6. Mail merge the letter for the following address  
The Manager, Karnataka Paper Mart, Palace Road, Mysore  
The Proprietor, Chaya Books and Stationeries, Zoo Road, Mysore  
The Principal, Aishwarya PU College, Kaveri Complex, Mysore
7. Select field names as [ First Name, Company Name, Address line 1, City ]  
( Rename field name First Name as Designation ) 5

Q. No. 2.

**Prepare the following Table in Excel** 25

**Sapna Book House**

**Bangalore**

**Statement showing the number of books distributed during the  
Academic year 2010 to 2014**

Sl No	Book Name	2010	2011	2012	2013	2014
1.	Accountancy	845	987	879	980	992
2.	Physics	740	725	712	760	790
3.	Chemistry	840	820	860	891	902
4.	Maths	540	515	520	530	565
5.	Biology	770	756	752	720	730
6.	Economics	625	650	635	640	612
7.	History	540	515	520	532	568
8.	Geography	732	769	742	755	730
9.	Electronics	540	515	520	530	563
10.	Computer Science	950	933	940	923	989
	Total					

1. Enter the data as shown above 15
2. Insert a column after 2014 and give the heading as **Total number of books sold** and calculate the total number of each book sold from 2010 to 2014. 2
3. Calculate the total books sold for each year. 2
4. Increase row height to 30 1
5. Select the columns 2010 to 2014 and make it Autofit to contents. 1
6. Find the highest number of books sold in 2014 and also find the least number of books sold in 2013. 2
7. Format the table with borders and proper alignment for Headings. 2

[ Turn over

Q. No. 3.

**Design an attractive presentation using the following data :** 25

Slide 1 :                   GEM ENGLISH HIGH SCHOOL  
                                Basveshwaranagar, Bangalore  
                                Recognised by the Government of Karnataka

Slide 2 :    Essay Competition & Seminar on Account of Cultural Fest  
                                for the Academic year 2014-2015  
                                on 12th November 2014

Slide 3 :                   Subject for Essay Competition  
                                "Essentials of Computer Education for Children"  
                                Seminar presented by  
                                Excellent Professionals

Slide 4 :    Prizes and Certificates will be issued on the  
                                Annual Day Celebration by Hon'ble Guests  
Apply custom animation, slide transition and attractive design.

Q. No. 4.

**Create Company by Name Vishal** 5**Create the necessary ledgers and journalize the following transactions in the books of Mr. Vishal** 20

1. Vishal started business with cash Rs. 90,000
  2. Bought goods from Vinay Rs. 10,000 on credit
  3. Paid TA Rs. 1,000
  4. Received commission Rs. 3,000
  5. Sold goods to Sekar Rs. 5,000
  6. Outstanding repairs Rs. 2,000
  7. Deposited into Vijaya Bank Rs. 6,000
  8. Withdrew cash for personal use Rs. 3,000
  9. Paid salary Rs. 6,000 by cheque
  10. Withdrew cash from Vijaya Bank Rs. 4,000 for petty cash.
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